

Example Standards Committee Terms of Reference

Newham Council

3.3.2 Standards Advisory Committee

Membership: The Council has decided that its Standards Advisory Committee shall comprise four elected Members and five independent co-optees)	
Functions	Delegation of Functions
To promote high standards of conduct and to advise the Council and Executive in relation to alleged breaches of the Members Code of Conduct in accordance with this Terms of Reference.	No delegations

Westminster Council

STANDARDS COMMITTEE TERMS OF REFERENCE

CONSTITUTION 6 Members of the Council, 4 Majority Party Members and 2 Minority Party Member.

TERMS OF REFERENCE

- (1) To promote and maintain high standards of conduct by the Members and Coopted Members of the City Council.
- (2) To advise the City Council on the adoption or revision of a Code of Conduct for Members.
- (3) Advising, training or arranging to train Members and Co-opted Members on matters relating to the City Council's Code of Conduct for Members.
- (4) To assist Members and Co-opted Members observe the City Council's Code of Conduct for Members.
- (5) To monitor the operation of Code of Conduct for Members.
- (6) Consider reports referred to the Committee by ethical standards officers or the Monitoring Officer of investigations into alleged breaches of the City Council's Code of Conduct for Members.
- (7) Where necessary, to conduct hearings into allegations of breaches of the said code, and interview officers, Members and others as required.

(8) Determining whether allegations of breaches of the said code are made out and determining what action, if any, to take in relation hereto including, where it is determined that a breach has occurred, deciding what sanctions, if any, should be applied in relation to the Member or Member concerned (and for the avoidance of doubt, the Committee shall only have power to impose any sanction authorised by law).

(9) Consider any complaints in respect of Members referred to the Committee under the City Council's "Whistleblowing" procedure and determining the action to be taken, if any.

(10) To the extent allowed by the Law, granting dispensations in relation to Member and co-opted Member interests as referred to in the Members Code of Conduct.

(11) To consider, advise and, if appropriate, take action upon other Member conduct issues not otherwise dealt with under these terms of reference.

Hackney

Standards Committee

The Standards Committee is responsible for promoting and maintaining high ethical standards at the Council. The Standards Committee is responsible for the following functions:

1. To review and maintain oversight of the Council's ethical framework and procedures and make reports and recommendations accordingly;
2. To review and maintain oversight of the conduct of councillors and co-opted members of the Council and assist them in upholding high ethical standards;
3. To advise Full Council and its Committees on the adoption of a Members' Code of Conduct, codes of practice and protocols relating to ethical governance matters;
4. To hear and consider complaints made against councillors and co-opted members under the Code of Conduct, codes of practice or protocols;
5. To adopt procedures for considering complaints made under the Code of Conduct, codes of practice or protocols;
6. To consider whether to grant applications for dispensation to councillors and co-opted Members, in accordance with Members' Code of Conduct; and
7. To maintain oversight of ethical governance training provided to Members and co-opted members and make reports and recommendations accordingly.

The quorum for the Standards Committee shall be 3 elected Councillors.

Camden Council

Standards Committee

1. Promoting and maintaining high standards of conduct by councillors, co-opted members and church and parent governor representatives;
2. Assisting the councillors, co-opted members and church and parent governor representatives to observe the Code of Conduct;
3. Advising the Council on the adoption or revision of the Code of Conduct;
4. Monitoring the operation of the Code of Conduct;
5. Advising, training or arranging to train councillors, co-opted members and church and parent governor representatives on matters relating to the Code of Conduct;
6. Agreeing guidance for councillors on matters related to conduct to be distributed to them and when they deem it appropriate included as part of the constitutional guidance;
7. When matters are referred by the Borough Solicitor granting dispensations to Councillors, co-opted members and church; and parent governor representatives from requirements relating to interests set out in the Code of Conduct;
8. On matters being referred by the Borough Solicitor deciding whether complaints concerning members should be investigated;
9. Hearing complaints that have been referred to them by the Monitoring Officer pursuant to the Complaints Procedure;
10. Being responsible for the function of the local consideration, investigation and determination of complaints;
11. The agreement of relevant procedures for the undertaking of its functions such when appropriate to be included within the Constitution; and
12. Preparing a report on the work of the Committee during the year and work priorities for the next year should it consider this necessary.
13. To make recommendations on the following protocols and procedures to Council:
 - i) Members' Code of Conduct;
 - ii) Procedure for dealing with complaints against Members;
 - iii) Member/Officer Protocol.
14. To approve the following protocols and procures:
 - i) Gifts and Hospitality Protocol for Members;

- ii) Use of Information technology – Guidance on the Members’ Code of Conduct;
- iii) Social Media Guidelines for councillors;
- iv) Ministerial and Political visits guidance;
- v) Any other minor guidance they consider helpful subject to it not making any material difference to the reserved policies.

Southwark Council

Audit, Governance and Standards Committee

[Extract re Standards work]

Standards activity

- 31. To advise the council on the adoption or revision of the members’ code of conduct, the member and officer protocol and the communication protocol.
- 32. To monitor the operation of the members’ code of conduct, the member and officer protocol and the communication protocol.
- 33. To monitor and advise on training provided for councillors, co-opted members and church and parent governor representatives.
- 34. To deal with any standards related complaints referred to it and any report from the monitoring officer on any matter which is referred to him or her.
- 35. To receive reports from the monitoring officer on unlawful expenditure and probity issues.
- 36. To consider the withholding of allowances from individual members (including elected members and co-opted members) in whole or in part for nonattendance at meetings, or, for elected members only, for failure to attend required training.
- 37. To establish the following sub-committees:
 - to consider complaints of misconduct against elected councillors and coopted members
 - to consider civic awards.